

TO GO DIRECTLY TO A SECTION LISTED, SEARCH FOR THE FOLLOWING:  
REMEMBER TO TYPE THE NUMBER DIRECTLY AFTER THE WORD SECTION.  
SECTION0

NOTE: % IN COLUMN SIGNIFIES THAT THIS IS A NEW ENTRY IN HELP.

SECTION 1 JOBLIST (INDEX)  
SECTION 2 RUNNING A PAYROLL EDIT  
SECTION 3 PRINTING PAYCHECKS  
SECTION 4 UPDATING EARNINGS HISTORY AND POSTING TO FINANCE  
SECTION 4B UPDATING EARNINGS HISTORY (DISTRICTS W/O FINANCE)

SECTION 5 LISTING/UPDATING MANUALS/VOIDS/ADJUSTMENTS  
TO EARNINGS HISTORY AND POSTING TO FINANCE

SECTION 6 AUTOMATED STAFF REPORTING TO D.O.E.  
6A STAFF - SURVEY 2 - (DUE OCT. 29)  
6B FALL STAFF SURVEY - E E 0 5 REPORTS (ONLY)  
6C STAFF - SURVEY 3 - (DUE FEB. 25)  
6D INSERVICE EDUCATION - SURVEY 5 - (DUE AUG 25)  
6E INSERVICE COMPONENT - SURVEY-1 - (DUE JULY 28)  
SECTION 7 PAYROLL CALENDARS FOR FISCAL YR  
SECTION 8 PAYROLL END-OF-YEAR ROLLOVER  
SECTION 9 RETRO PAY

=====  
=====

\*\*\* SECTION1 JOBLIST

\*\*\* A LIST OF PAYROLL JOBS AND CONTROLS CARDS IN YOUR LIBRARY

\*-----

\* NAME GIVEN IN JOBNAME AND CARDNAME

\* IS YOUR XXX.PAY.JCL(MEMBER) NAME

\*-----

\* JOBNAME CARDNAME DESCRIPTION

\*

G1B05P - - - G1B05C - - - PRINT PAYROLL TABLES FROM DD FILE

NONE - - - G1B22C?? - - - CREATE PAYROLL CALENDAR FY??

G1B23P - - - G1B23C - - - PRINT PAYROLL CALENDARS

\*

HAB05P - - - HAB05C - - - PRINT JOB RECORD ACTIVITY

HAB06P - - - HAB06C - - - PRINT ONLINE LOG REPORT

HAB06U - - - NONE - - - REPLACED BY HAB08U- ARCHIVE LOG TAPE

HAB07U - - - HAB07C - - - CHANGE AN EMPLOYEES SOC-SEC-NUMBER

HAB08U - - - NONE - - - ARCHIVE ONLINE CHANGE LOG TO TAPE

\*

```

HAB10P - - - HAB10C - - - PRINT EMPLOYEE      VERIFICATION REPORT
HAB11P - - - HAB11C - - - PRINT SALARY        VERIFICATION REPORT
HAB12P - - - HAB12C - - - PRINT SUPPLEMENT    VERIFICATION REPORT
HAB12FYP - - - HAB12C - - - PRINT SUPPLEMENT    FISCAL YTD    REPORT
HAB13P - - - HAB13C - - - PRINT DEDUCTION REGISTER #1(BY DED/SSN)
HAB14P - - - HAB14C - - - PRINT DEDUCTION REGISTER #2(BY SSN/DED)
HAB15P - - - HAB15C - - - PRINT CERTIFICATION VERIFICATION REPORT
HAB16P - - - HAB16C - - - PRINT STAFF PAY REPORT
*
HAB30P - - - HAB30C - - - PRINT JOB TITLE ROSTER
HAB31P - - - HAB31C - - - PRINT STAFF/FACULTY ROSTER - AGE/YRS
*
HAB33P - - - HAB33C - - - PRINT ADDRESS LIST
HAB34P - - - HAB34C - - - PRINT ADDRESS LABELS
*
HAB41P - - - HAB41C - - - EE05 FALL STAFF SURVEY
                        HAB41C2 - - - ENTER PAYTYPES TO OMIT
HBB04P - - - HBB04C - - - PRINT RUN CONTROL REPORT
HBB05AB - - - - - - - - - PRINT AUTO BALANCE
HBB05P - - - - - - - - - PRINT TIME SHEETS
                        XPAYCTL - - - ENTER RUN NUMBER
                        HBB05C - - - ENTER REPORT PRINT OPTIONS
HBB05XP - - - NONE - - - PRINT BLANK TIME SHEETS
HBB05COM - - - NONE - - - PRINT BLANK OTHER COMPENSATION PAGES
HBB05SUB - - - NONE - - - PRINT BLANK SUBSTITUTE PAY      PAGES
*****
*
*   A PAYROLL IS RUN USING JOBS HBB06ED, HBB17CK, HBB24UP
*
HBB06ED - (REQUIRED) - - PRINT PAYROLL RUN EDITS
                        SEE SPECIAL INSTRUCTION IN SECTION 2
HBB17CK - (REQUIRED) - - PRINT PAYCHECKS AND REGISTERS
                        SEE SPECIAL INSTRUCTION IN SECTION 3
HBB24UP - (REQUIRED) - - UPDATE EARNINGS HIST & POST TO FINANCE
                        SEE SPECIAL INSTRUCTION IN SECTION 4

HBB33MVU - (AS NEEDED)- - UPDATE MANUAL/VOIDS/ADJUST TO EARN
                        HISTORY AND POST TO FINANCE
                        SEE SPECIAL INSTRUCTION IN SECTION 5
*****
HBB30DIS - - HBB30C - - - JOURNAL ENTRY PRE-EDIT (REPORT ONLY) TO
                        BE RUN JUST AFTER HBB06ED TO CHECK YOUR
                        HOW JOURNAL ENTRIES ARE GOING TO LOOK
                        WHEN THE REAL POST IS RUN (HBB24UP)
HBB34P - - - HBB34C - - - LEAVE INCREMENT  **EDIT**    REPORT

```

HBB34Z - - - LIST LEAVE BALANCES FOR ENTIRE MASTER  
(NO INCREMENTS, ONLY AVAIL BALANCES)

HBB34U - - - HBB34C - - - LEAVE INCREMENT \*\*UPDATE\*\* REPORT

HBB35P - - - NONE - - - LIST MANUAL/VOIDS/ADJ PENDING EDIT RPT

\*

HBB37P - - - HBB37C - - - PRINT CUMULATIVE CHECK REGISTER  
HBB37CN- - - SELECT CHECKS BY DATE ONLY OR NBR/DATE

HBB38P - - - HBB38C - - - PRINT CUMULATIVE DEDUCT REGISTER  
NEW OPTION TO CHG.SORT FROM SSN TO NAME

XH38SEL - - LIST OF DEDUCT CODES TO INCLUDE

XH38SUM - - LIST OF DEDUCT CLASSES TO SUMMARIZE

HBB39P - - - HBB39C - - - PRINT RETIREMENT REPORT/W/TAPE CREATE  
HBB39E - - - ERROR CORRECTION FOR TAPE OUTPUT  
THIS MUST BE EMPTY UNLESS A REPORT  
IS TO HAVE CHANGES APPLIED.

HBB45P - - - HBB45C - - - FICA/MEDICARE DEDUCT/CON WAGES REPORT

HBB50P - - - HBB50C - - - CREATE QUARTERLY EARNINGS FILE  
HBB51C - - - CREATE QUARTERLY REPORT (TAPE=YES/NO)

HBB53P - - - HBB53C - - - PRINT EARNINGS HISTORY DETAIL

HBB54P - - - HBB54C - - - PRINT EARNINGS HISTORY SUMMARY

HBB60P - - - HBB60C1 - - - CREATE W2 WORK FILE FOR BALANCING  
HBB60C2

HBB61P - - - HBB61C - - - CREATE W2 TAPE AND FORMS

HBB62U - - - HBB62C - - - CLEAR CALENDAR YEAR-TO-DATE FIELDS

HBB71P - - - NONE - - - FAST ENTRY SCRNI & 2 - MASS ENTRY EDIT

HBB71U - - - " - - - " DEDUCTS & SUPPLEMENTS- POST

\*

HBB73P/U - - HBB73C - - - SALARY &EXPERNCE INCREMENT, EDIT/UPDATE

\*

\* INSERVICE JOB LIST

HCB05P - - - HCB05C - - - MASTER PLAN LIST (NARROW)

HCB06P - - - HCB06C - - - MASTER PLAN LIST (WIDE)

HCB07P - - - HCB07C - - - ACTIVITY MASTER LIST

HCB08P - - - HCB08C - - - ACTIVITY ROSTER

HCB09P - - - HCB09C - - - EMPLOYEE INSERVICE HISTORY (NARROW)

HCB10P - - - HCB10C - - - EMPLOYEE INSERVICE SUMMARY

HCB11P - - - HCB11C - - - EMPLOYEE INSERVICE HISTORY (WIDE)

HCB12P - - - HCB12C - - - ANNUAL INSERVICE RECAP

HCB13P - - - HCB13C - - - INSERVICE TRAINING ROSTER

HCB14P - - - HCB14C - - - BEGINNING TEACHER REPORT

HCB15P - - - HCB15C - - - INSERVICE TRAINING ROSTER (BLANK)

HCB99BK- - - NONE - - - BACKUP INSERVICE FILES

\*

\* HDB11U - - - HDB11C - - - CREATE NEXT FISCAL YEAR JOB RECORDS

\*

HDB33P - - - HDB33C - - - PRINT RETRO PAY EDIT REPORT

\*

\* DOE REPORTING JOB LIST

HFB10P - - - HFB10C - - - SEE SECTION 6

HFB21P - - - HFB21C - - - INSERVICE COMPONENT MASTER EXTRACT/EDIT  
XPLANYR

HFB24P - - - HFB24C - - - INSERVICE EDUCATION RECORD EXTRACT/EDIT

\*

\* MISCELLANEOUS JOBS

HGT01P - - - HGT01C - - - CAL-YR-TO-DATE WAGES BALANCE REPORT

HGT02P - - - HGT02C - - - EARNINGS HIST DISTRIBUTION BY ACCOUNT

HGT03P - - - HGT03C - - - EARNINGS HIST LABOR REPORT

HGT05P - - - IN JCL - - - SALARY WITH PERCENTAGE

HGT06P - - - IN JCL - - - ESTIMATED SALARY WITH PERCENTAGE

HGT07P - - - HGT07C - - - UPDATE SALARY SCHEDULE DAYS ON DD FILE

HGT08P - - - HGT08C - - - \*EDIT\* SALARY SCHEDULE FOR PERCENT INCR

HGT08U - - - HGT08C - - - UPDATE SALARY SCHEDULE FOR PERCENT INCR

HGT09P - - - HGT09C - - - SALARY & BENEFITS BY DISTRIBUTION

HGT10P - - - HGT10C - - - STAFF DATES

HGT12P - - - HGT12C - - - SALARY DISTRIBUTION PAID/DUE COMPARION

HGT13P - - - HGT13C - - - FINGER PRINT UPDATE- 90 DAY COMPLIANCE  
LIST PEOPLE NOT WORKED FROM DATE

HGT14P - - - HGT14C - - - SALARY & BENEFITS SUMMARY

HGT15P/U - - - HGT15C - - - EDIT/UPDATE EXPERIENCE INCREMENT

HGT16P - - - HGT16C - - - ABSENTEE PERCENTAGE FOR SICK/PERS LEAVE

HGT17P - - - HGT17C - - - BUDGET PLANNING/POSITION PLAN

HGT18P/U - - - HGT18C1- - - EDIT/CREATE DIRECT DEPOSIT REPORT  
HGT18C2

HGT19U - - - HGT19C - - - COPY ADJ/OTHER COMP BATCH TO NEW RUN #

HGT20P - - - HGT20C - - - EMPLOYEE PAYROLL INFORMATION (SCREEN 7)

HGT21P - - - HGT21C - - - POSITION PLAN / BUDGET PLAN CREATION

HGT22U - - - HGT22C - - - PAYROLL BUDGET PLANNING

HGT23U - - - HGT23C - - - SALARY/BENEFIT DUE COMMITTED TO BUDGET

HGT24U - - - NONE - - - RESYNC JOB/GENERAL MASTER FILES

HGT26U - - - HGT26C - - - BONUS CALCULATOR

HGT27U - - - HGT27C - - - DD ADJUSTMENT

HGT28U - - - HGT28C - - - CREATES HIS/INSURANCE REPORT

HGT29P - - - HGT29C - - - LEAVE PROJECTION PARAMETERS

HGT30U - - - HGT30C - - - CALCULATE NEGATIVE DEDUCTIONS

HGT31P - - - HGT31C - - - OCCUPATIONAL WAGE SURVEY

HGT32P - - - HGT32C - - - SATSY LABELS

HGT33P - - - HGT33C - - - LEAVE AND EARNINGS HISTORY

HGT34P - - - HGT34C - - - DETAIL W2-WAGE RECAP SELECTION

HGT35U - - - HGT35C - - - COPY MASTER COMPONENTS

HGT36P	-	-	-	HGT36C	-	-	-	PRINT COMPONENT INDEX
HGT37U	-	-	-	HGT37C	-	-	-	CREATE RETIREMENT INSURANCE DEDUCTS
HGT38P	-	-	-	HGT38C	-	-	-	PAYROLL DISTRIBUTION SELECTION
HGT39P	-	-	-	NONE	-	-	-	DETAIL CHECK STUBS
HGT40P	-	-	-	HGT40C	-	-	-	CALENDAR WORKDAYS WORKSHEET
HGT41U	-	-	-	HGT41C	-	-	-	CALCULATE DEDUCT REFUND
HGT42P	-	-	-	HGT42C	-	-	-	LEAVE TIME AND AMOUNTS
HGT43U	-	-	-	HGT43C	-	-	-	CHANGE PROJECT DISTRIBUTIONS
HGT44U	-	-	-	HGT44C	-	-	-	NEW HIRE/REHIRE REPORTING
HGT45U	-	-	-	HGT45C	-	-	-	AVERAGE DAILY ATTENDANCE
HGT46P	-	-	-	HGT46C	-	-	-	EMPLOYEES NOT PAID IN 90 DAYS
HGT47P	-	-	-	HGT47C	-	-	-	DETAIL WAGE/BENEFIT SELECTION
HGT48U	-	-	-	HGT48C	-	-	-	CALCULATE OTHER COMPENSATION AMOUNTS
HGT49U	-	-	-	HGT49C	-	-	-	DUPLICATE COMPONENT NUMBERS
HGT50P	-	-	-	NONE	-	-	-	EMPLOYEES SHOWN BY DOE TO NEED FINGERPRINTS
HGT51P	-	-	-	HGT51C	-	-	-	INSURANCE CLASS SUMMARY
HGT53U	-	-	-	NONE	-	-	-	SUSPEND/ACTIVATE DIRECT DEPOSIT
HGT54P	-	-	-	NONE	-	-	-	ADMINISTRATIVE REDIRECT
HGT55U	-	-	-	HGT55C	-	-	-	DISTRIBUTE TERMINATION BENEFITS
HGT56P	-	-	-	HGT56C	-	-	-	PRINT LEAVE EMPLOYEE/SUB COSTS
HGT58P	-	-	-	HGT58C	-	-	-	SALARY & PCT FOR EMPLOYEE BY PROJECT

\*

\* EZ REPORTS

EZACTIVE	-	-	NONE	-	-	-	ACTIVE EMP JOBS W/O SALARY BY NAME
EZADDR	-	-	NONE	-	-	-	EMPLOYEE ADDRESSES BY NAME
EZAGEEXP	-	-	NONE	-	-	-	EMPLOYEE AGE AND YEARS OF SERVICE
EZALPHA	-	-	NONE	-	-	-	ALPHABETIC JOB PAY LIST
EZAVERAG	-	-	NONE	-	-	-	AVERAGE SALARY
EZBIRTH	-	-	NONE	-	-	-	BIRTHDAY LIST BY CENTER/NAME
EZBONUS	-	-	NONE	-	-	-	ESTIMATED BONUS REPORT
EZBUDCUR	-	-	NONE	-	-	-	LIST CURRENT BUDGET AND CONTRACT AMOUNT
EZBUDFED	-	-	NONE	-	-	-	FEDERAL PROJECTS
EZBUDGET	-	-	NONE	-	-	-	LIST MAIN BUDGET AND CONTRACT AMOUNT
EZBUDNXT	-	-	NONE	-	-	-	NEXT SALARY SLOT & BENEFITS WORKSHEET
EZBUDNX1	-	-	NONE	-	-	-	ANNUAL CONTRACTS SALARY INCREASE
EZBUDNX2	-	-	NONE	-	-	-	COMPARE CURRENT TO NEXT SALARY SLOT
EZBUDNX3	-	-	NONE	-	-	-	ANNUAL CONTRACTS NEXT SALARY SLOT
EZBUDSEL	-	-	NONE	-	-	-	BUDGET LIST FOR SELECTED PROJECTS (INPUT INTO EZBUDSUM)
EZBUDSUM	-	-	NONE	-	-	-	BUDGET WORKSHEET
EZCAFE	-	-	NONE	-	-	-	EMPLOYEE CAFETERIA DEDUCTIONS
EZCAFEEH	-	-	NONE	-	-	-	EMPLOYEE HISTORY CAFETERIA DEDUCTIONS
EZCDL	-	-	NONE	-	-	-	COMMERCIAL DRIVERS LICENSE TESTING
EZCERT	-	-	NONE	-	-	-	EXP, CONTRACT AND CERTIFICATE TYPE

EZCERTEX	-	-	NONE	-	-	-	EXPERIENCE & CONTRACT
EZCKDATE	-	-	NONE	-	-	-	CHECK DATES
EZCKFICA	-	-	NONE	-	-	-	RUN AFTER HBB06ED IF FICA TXBL BAD
EZCKMEDI	-	-	NONE	-	-	-	RUN AFTER HBB06EE IF MEDI TXBL BAD
EZCKMULT	-	-	NONE	-	-	-	BREAKS DOWN EMP CHECK FOR MULTIPLE JOBS
EZCKRECT	-	-	NONE	-	-	-	CHECK RECEIPT SIGN FORM BY CNTR
EZCKRETR	-	-	NONE	-	-	-	RUN AFTER HBB06ED IF RETIREMENT IS BAD
EZCKSSN	-	-	NONE	-	-	-	CHECK FOR POSSIBLE INVALID SSN
EZCKTXBL	-	-	NONE	-	-	-	RUN AFTER HBB06ED IF FED TXBL NOT RIGHT
EZCOBRA	-	-	NONE	-	-	-	LABELS/LIST FOR COBRA NOTIFICATION
EZCONNNEG	-	-	NONE	-	-	-	CONTRACT NEGOCIATIONS
EZCONTYP	-	-	NONE	-	-	-	CONTRACT TYPES AND AMOUNTS
EZCONTR	-	-	NONE	-	-	-	FISCAL YEAR EARNINGS
EZCONVER	-	-	NONE	-	-	-	FISCAL YEAR-TO-DATE EARNINGS WORKSHEET
EZCPI	-	-	NONE	-	-	-	TOTAL GROSS FOR CAFETERIA PLAN INS
EZCYTD	-	-	NONE	-	-	-	CALANDER YEAR-TO-DATE EMPLOYEE EARNINGS
EZCYTOT	-	-	NONE	-	-	-	CALANDER Y-T-D EARNINGS FOR PERIOD REQ
EZDAILY	-	-	NONE	-	-	-	DAILY PAY WORKSHEET
EZDATERR	-	-	NONE	-	-	-	JOB REPORT BY HIRE DATE
EZDDEDIT	-	-	NONE	-	-	-	EDIT DD FILE FOR ERRORS
EZDDSLHR	-	-	NONE	-	-	-	DD SALARY - FIGURES DAILY & HRLY RATES
EZDED			EZDEDC1				INSURANCE REPORT - DATE SELECTION
			EZDEDC2				LIST DEDUCT AND CONTRIBUTION NUMBERS
EZDEDUCT	-	-	NONE	-	-	-	EMPLOYEE DEDUCT BY AGE
EZDEPINF	-	-	NONE	-	-	-	DIRECT DEPOSIT INFORMATION
EZDIRECT	-	-	NONE	-	-	-	EMPLOYEE DIRECTORY LISTING
EZDISTR	-	-	NONE	-	-	-	LIST SPLIT DISTRIBUTIONS
EZDISTRS	-	-	NONE	-	-	-	DISTRIBUTIONS
EZDISTSU	-	-	NONE	-	-	-	SUBS DISTRIBUTIONS
EZDRIVER	-	-	NONE	-	-	-	DRIVER LICENSE NUMBERS
EZDOCK	-	-	NONE	-	-	-	HOURS AND PAY DOCKAGE
EZDOL	-	-	NONE	-	-	-	DEPARTMENT OF LABOR REPORTING
EZEDUC	-	-	NONE	-	-	-	EMPLOYEE EDUCATION
EZEEOC	-	-	NONE	-	-	-	PRIMARY JOB RECS BY CNTR, SEX AND RACE
EZEEOC1	-	-	NONE	-	-	-	JOB RECORDS BY CATEGORY, SEX AND RACE
EZEEOC2	-	-	NONE	-	-	-	PRIM JOB RECS BY CNTR, RACE, SEX
W/TOTLS							
EZEEOC3	-	-	NONE	-	-	-	JOB RECS BY TITLE, CNTR & RACE W/TOTALS
EZEE OCT	-	-	NONE	-	-	-	PRIMARY JOB RECS BY RACE & SEX (TALLY)
EZEH	-	-	NONE	-	-	-	LIST EARNINGS WITH BLANK DED-INV FLAG
EZEHADJ	-	-	NONE	-	-	-	LIST ADJUSTMENT ON EARNINGS HISTORY
EZEHCK	-	-	NONE	-	-	-	LIST EARNINGS WITH BLANK DED-INV BY PRD
EZEH COST	-	-	NONE	-	-	-	LIST OF HISTORY RECORDS
EZEHDED	-	-	NONE	-	-	-	LIST DEDUCT DETAIL
EZEHDET	-	-	NONE	-	-	-	LIST EARNINGS HISTORY DETAIL

EZEHDCK	-	-	NONE	-	-	-	LIST OF DOCKED RECORDS
EZEHINV	-	-	NONE	-	-	-	LIST OF HISTORY RECORDS NOT INVOICED
EZEHIST	-	-	NONE	-	-	-	EARNINGS HIST A PAGE PER EMPLOYEE- FYTD
EZEHNET	-	-	NONE	-	-	-	LIST OF HISTORY RECORDS
EZEHNORT	-	-	NONE	-	-	-	LIST FICA EMPLOYEES ONLY
EZEHPOST	-	-	NONE	-	-	-	LIST OF HISTORY RECORDS NOT POSTED TO BANK ACTIVITY FILE
EZEHRTHL	-	-	NONE	-	-	-	ALPHA LIST OF EMPLOYEES ON HL RET
EZEHSICK	-	-	NONE	-	-	-	LEAVE WORK REPORT
EZEHSUM	-	-	NONE	-	-	-	LIST EARNINGS HISTORY SUMMARY
EZEHWCI	-	-	NONE	-	-	-	LIST OF HISTORY RECORDS WITH WCI
EZEHW2	-	-	NONE	-	-	-	LIST OF EARNINGS HISTORY WITH WAGES
EZEXADM	-	-	NONE	-	-	-	YEARS ADMINISTRATIVE EXPERIENCE
EZEXCTR	-	-	NONE	-	-	-	TEACHER EXPERIENCE YEARS
EZEXEMPT	-	-	NONE	-	-	-	ACTIVE EMPLOYEES WITH EXEMPTIONS TO FWT
EZEXPER	-	-	NONE	-	-	-	DATES AND EXPR FROM PERSONEL RECORD
EZEXPER1	-	-	NONE	-	-	-	EMPLOYEE EXPERIENCE
EZEXSLOT	-	-	NONE	-	-	-	YEARS TEACHING EXPERIENCE
EZFPLIST	-	-	NONE	-	-	-	FINGER PRINTS PENDING REPORT
EZFYTD	-	-	NONE	-	-	-	FYR-TO-DATE ANNUAL/CONTR COMPARISON IN ORDER S/S/N
EZFYTD2	-	-	NONE	-	-	-	FYR-TO-DATE ANNUAL/CONTR COMPARISON IN ORDER BY PAY TYPE AND NAME MAY BE RESTRICTED TO CERTIAN PAY TYPES
EZFYTD3	-	-	NONE	-	-	-	FISCAL YTD TOTALS FOR JOB EARNINGS
EZFYTOT	-	-	NONE	-	-	-	FISCAL YEAR EARNINGS
EZGRID	-	-	NONE	-	-	-	TEACHERS IN ORDER OF SALARY SLOT
EZGUCERT	-	-	NONE	-	-	-	CERTIFICATE SUBJECT CODES
EZGUCNT	-	-	NONE	-	-	-	STAFF COUNTS FROM DOE SURVEY
EZGUIS	-	-	NONE	-	-	-	LIST INSERVICE REPORTED
EZGUISCK	-	-	NONE	-	-	-	LIST INSERVICE ON TERMS
EZGUJBCD	-	-	NONE	-	-	-	STATE JOB CODES
EZGUTERM	-	-	NONE	-	-	-	TERMINATED EMPLOYEE REPORTED TO DOE
EZHGT09	-	-	NONE	-	-	-	LIST OF HISTORY RECORDS
EZHIRE	-	-	NONE	-	-	-	JOB TITLE DATA SORTED BY ORIG HIRE DATE
EZHIRE1	-	-	NONE	-	-	-	EMPLOYEES HIRED AFTER SELECTED DATE
EZHLATE	-	-	NONE	-	-	-	LIST LATE STARTERS
EZINFO	-	-	NONE	-	-	-	EMPLOYEE INFORMATION
EZINS	-	-	NONE	-	-	-	SALARY SLOT CONTRACT AMT ONLY - IE INS
EZINSELG	-	-	NONE	-	-	-	INSURANCE ELIGIBILITY
EZINSINF	-	-	NONE	-	-	-	EMPLOYEE INSURANCE INFORMATION
EZJBAV	-	-	NONE	-	-	-	LISTING AV EMPLOYEES BY PAY TYPE
EZJBDOCK	-	-	NONE	-	-	-	FYTD DOCKS
EZJBENF	-	-	NONE	-	-	-	EMPLOYEE INFORMATION
EZJBESE	-	-	NONE	-	-	-	ESE PROGRAMS

EZJBHRS	-	-	NONE	-	-	-	LIST EMPLOYEE HOURLY RATE
EZJBINS	-	-	NONE	-	-	-	EMPLOYMENT INFORMATION
EZJTBUD	-	-	NONE	-	-	-	JOB TITLE (MULT) AND ANNUAL SALARY DATA
EZJTFTE	-	-	NONE	-	-	-	EMPLOYEE FTE BY JOB CODE
EZJTHRS	-	-	NONE	-	-	-	EMPLOYEE JOB HOURS
EZKIDS	-	-	NONE	-	-	-	CHILD SUPPORT DEDUCTS TAKEN
EZLABELS	-	-	NONE	-	-	-	EMPLOYEE LABELS
EZLEAVE	-	-	NONE	-	-	-	LEAVE LIABILITY REPORT FOR FISCAL YEAR
EZLETRAN	-	-	NONE	-	-	-	LEAVE TRANSFERRED,CREDITED (CNTR,NAME)
EZLEVBA2	-	-	NONE	-	-	-	LEAVE HRS AVAIL (SSN ORDER)
EZLEVBA3	-	-	NONE	-	-	-	LEAVE HRS AVAIL (CNTR,NAME ORDER)
EZLEVBA4	-	-	NONE	-	-	-	LEAVE HRS AVAIL (NAME ORDER)
EZLEVUC	-	-	NONE	-	-	-	LEAVE USER CODES
EZLEVUSD	-	-	NONE	-	-	-	SICK,PERSONNEL LEAVE USED AND BALANCE
EZLEV900	-	-	NONE	-	-	-	LEAVE LIABILITY REPORT
EZLIC	-	-	NONE	-	-	-	BUS DRIVERS
EZLOGJOB	-	-	NONE	-	-	-	BLANK FORMS FOR PAYROLL RUN LOGS
EZLRECAP	-	-	NONE	-	-	-	LEAVE RECAPED
EZLVBANK	-	-	NONE	-	-	-	LEAVE BALANCE FOR SICK BANK ONLY
EZLVDAVS	-	-	NONE	-	-	-	EMPLOYEE LEAVE
EZLVLIST	-	-	NONE	-	-	-	LISTING OF LEAVE RECORDS
EZLVPRT	-	-	NONE	-	-	-	LISTING OF LEAVE RECORDS BY RUN
EZLVSUBS	-	-	NONE	-	-	-	EMPLOYEE SUB LIST
EZLVSUBV	-	-	NONE	-	-	-	EMPLOYEE SUB LIST FOR VERIFYING ACCTS
EZLVTEMP	-	-	NONE	-	-	-	LEAVE LIABILITY
EZLVUSED	-	-	NONE	-	-	-	SICK/VAC LEAVE USED AND COST
EZMARTST	-	-	NONE	-	-	-	EMPLOYEE MARITAL STATUS
EZMINDET	-	-	NONE	-	-	-	EARNINGS LESS THAN MINIMUM WAGE
EZMINWGE	-	-	NONE	-	-	-	PT & SAL SLOTS LESS THAN MINIMUM WAGE
EZMUDIST	-	-	NONE	-	-	-	MULTI DISTRICT EMPLOYEES
EZMULTSL	-	-	NONE	-	-	-	EMPLOYEES WITH MULTIPLE SALARY SLOTS
EZNAMEs	-	-	NONE	-	-	-	CREATES SEQ FILE OF TEACHER NAME/SSN
EZNOEARN	-	-	NONE	-	-	-	ACTIVE EMPLOYEES WITH NO FY EARNINGS
EZNORET	-	-	NONE	-	-	-	EMPLOYEES WITH NO RETIREMENT
EZNOSTEP	-	-	NONE	-	-	-	EMPLOYEES NOT RECEIVING STEPS
EZNUHIRE	-	-	NONE	-	-	-	LIST NEW HIRES AFTER JUNE OF 1990
EZNUHIR1	-	-	NONE	-	-	-	LIST NEW HIRES AFTER JUNE
EZOTCOMP	-	-	NONE	-	-	-	OTHER-COMPENSATION
EZOVERTM	-	-	NONE	-	-	-	EMPLOYEE OVERTIME HISTORY
EZPAYOFF	-	-	NONE	-	-	-	LIST AMOUNT NEEDED TO PAY OFF CONTRACTS
EZPAYTP	-	-	NONE	-	-	-	JOB RECORDS BY PAYTYPE/NAME
EZPERS	-	-	NONE	-	-	-	LIST PERSONNEL BY CENTER
EZPRADJ	-	-	NONE	-	-	-	PAY ADJUSTMENTS BY RUN/BATCH
EZPRLIST	-	-	NONE	-	-	-	PAYROLL ADJUSTMENTS
EZPROTHR	-	-	NONE	-	-	-	PAYROLL OTHER COMPENSATION



EZPRT	-	-	NONE	-	-	-	PRINT DOE INFORMATIONAL REPORTS (NEEDS)
EZREDHR	-	-	NONE	-	-	-	EMPLOYEE HOURLY REDUCTION ANALYSIS
EZROSTER	-	-	NONE	-	-	-	EMPLOYEE ROSTER
EZSALARY	-	-	NONE	-	-	-	LIST CONTRACT SALARY & SUPPLEMENTS
EZSALBEN	-	-	NONE	-	-	-	TOTAL SALARY AND BENEFITS
EZSALDIS	-	-	NONE	-	-	-	SALARY DISTRIBUTIONS
EZSALINC	-	-	NONE	-	-	-	SALARY INCREASE - BY PERCENT OF ANNUAL
EZSALYRS	-	-	NONE	-	-	-	EMPLOYEE EXPERIENCE
EZSASLOT	-	-	NONE	-	-	-	LIST BY SALARY SLOT/ BUDGET DATA/SALARY
EZSICK	-	-	NONE	-	-	-	SICK LEAVE AND VACATION DETAIL
EZSICKTP	-	-	NONE	-	-	-	SICK AND VACATION REPORT
EZSLGRID	-	-	NONE	-	-	-	TEACHERS IN ORDER OF SALARY SLOT
EZSLOT	-	-	NONE	-	-	-	LIST MAIN BUDGET BY CNTR & SALARY SLOT
EZSLOTCK	-	-	NONE	-	-	-	CHECK SLOTS TO LAST YEAR
RZSLOTNX	-	-	NONE	-	-	-	EMPLOYEE BY JT WITH NEXT YEAR SALARY
EZSLOTS	-	-	NONE	-	-	-	EMPLOYEES WITH MULTIPLE SALARY SLOTS
EZSLOTWK	-	-	NONE	-	-	-	JOB RECORDS IN ORDER OF SALARY SLOTS
EZSLOT2	-	-	NONE	-	-	-	LIST MAIN BUDGET BY CNTR & SALARY SLOT
EZSLOT3	-	-	NONE	-	-	-	SALARY SLOT GRID - TOTAL NO. PER SLOT
EZSLOT4	-	-	NONE	-	-	-	SALARY RECORDS IN ORDER OF SALARY SLOTS
EZSPLITS	-	-	NONE	-	-	-	SPLIT DISTRIBUTION AND SPLIT JOB CODES
EZSRGXX	-	-	NONE	-	-	-	PAY INFORMATION BY CATAGORY
EZSRG28	-	-	NONE	-	-	-	LIST PERSONNEL DATES ON FILE
EZSSN	-	-	NONE	-	-	-	JOB RECORDS IN SSN ORDER
EZSUB	-	-	NONE	-	-	-	LIST OF AVAILABLE SUBS
EZSUBLST	-	-	NONE	-	-	-	SUB SCREEN ENTRY/SUB LIST BY EMP/DATE
EZSUBLS1	-	-	NONE	-	-	-	SUBSTITUTE REPORT BY SSN
EZSUB1	-	-	NONE	-	-	-	SUBSTITUTE REPORT BY TEACHER
EZSUPIN	-	-	NONE	-	-	-	SUPPLEMENT WORKSHEET RETRO INCREASE
EZSUPP	-	-	NONE	-	-	-	SUPPLEMENT REPORT
EZSUPP1	-	-	NONE	-	-	-	SUPPLEMENT REPORT WITH DESCRIPTIONS
EZTALLY	-	-	NONE	-	-	-	EMPLOYEE TALLY BY AGE
EZTAXDET	-	-	NONE	-	-	-	FWT/FICA/MEDICARE TAX DETAIL
EZTAXTOT	-	-	NONE	-	-	-	FWT/FICA/MEDICARE TAX TOTALS
EZTCHCNT	-	-	NONE	-	-	-	TEACHER COUNT AT SCHOOLS
EZTEABST	-	-	NONE	-	-	-	TEACHER ABSENTEE REPORT
EZTEACH	-	-	NONE	-	-	-	TEACHER JOB RECORDS
EZTEACH1	-	-	NONE	-	-	-	TEACHER JOB RECORDS WITH CONTRACT
EZTEACH2	-	-	NONE	-	-	-	TEACHER EDUCATION STATUS
EZTERMNT	-	-	NONE	-	-	-	LIST OF TERMINATED EMPLOYEES FOR EE05
EZTIMEEX	-	-	NONE	-	-	-	TIME EXCEPTION REPORT
EZTITBUD	-	-	NONE	-	-	-	JOB CODE LISTING BY NAME WITH ACCT DIST
EZTITCER	-	-	NONE	-	-	-	JOB TITLE AND CERTIFICATE INFORMATION
EZTITLE	-	-	NONE	-	-	-	LIST OF CURRENT JOB TITLES BY PAYTP,EMP
EZTITLE1	-	-	NONE	-	-	-	STATE JOB CODES WITH CONTRACT AMOUNTS

```

EZTITLE2 - - NONE - - - SUMMARY LIST OF CURRENT JOB TITLES USED
EZTITLE3 - - NONE - - - JOB CODES WITH HOURS WORKED
EZTITLE4 - - NONE - - - JOB CODES WITH SPLIT HOURS WORKED
EZTITLE5 - - NONE - - - RETIREMENT > 30 YEARS
EZTITLE6 - - NONE - - - RETIREMENT > 10 & AGE > 62 YEARS
EZTITLE7 - - NONE - - - EMPLOYEES BY JOB CODE AND SALARY SLOT
EZTITSAL - - NONE - - - EMPLOYEE LISTING BY NAME
EZWCPERC - - NONE - - - WORKMANS COMP COST BASED ON PERCENTAGE
EZWKCOMP - - NONE - - - LIST EMPS/SALARYS BY WORKERS COMP CODE
EZW2EDIT - - NONE - - - LIST AMOUNTS THAT WILL PRINT ON W2'S
                        SORT ALPHA & PRINT TSA'S

EZW2TPRT - - NONE - - - W2 TAPE DETAIL REPORT
EZW4      - - NONE - - - LIST PAYROLL W4 INFORMATION
EZY YEARS - - NONE - - - SHOW YEARS EXP (IN ALPHA ORDER ONLY)
EZYTD     - - NONE - - - 3 RPRTS, JOB-CYTD, JOB-FYTD, SUPL-FYTD
EZYTD SUP - - NONE - - - CAL/YTD,FIS/YTD EARNINGS FOR SUPPS
EZYTD2    - - NONE - - - FISCAL YEAR TO DATE EARNINGS
EZ1STLAB  - - NONE - - - INFORMATION FOR FIRST LAB
*   MAIL MESSAGES
MAILQTR - - - - - ENTER 941A QTR,VOL=SER OF TAPE & MAIL
MAILRET - - - - - ENTER RPT MTH,YR VOLSER OF TAPE & MAIL
*-----
=====
=====
*** SECTION2
*-----
*** HOW TO RUN A PAYROLL EDIT
*-----
* NAME GIVEN AS CARDNAME/JOBNAME IS YOUR XXX.PAY.JCL(MEMBER) NAME
* NAMES GIVEN IN ( ) ARE NAMES OF REPORTS YOU GET FROM THE JOB
* -----
* CARDNAME      JOBNAME      DESCRIPTION
*
*****VERIFY PAYROLL RUN CONTROLS
*
HBB04C - - - - - CONTAINS RUN NBR FOR THE CURRENT RUN
- - - - - HBB04P RUN CONTROL REPORT SCREEN 16
MAKE SURE YOU VERIFY THE CHECK DATES &
THE S/D/H/C CODE WITH THE TIME FIELD
*
*****PAYROLL RUN ***EDIT*** REPORTS
*
XPAYCTL - - - - - ENTER CURRENT RUN NUMBER, CHECK DATE
AND THE BEGINNING CHECK NUMBER
XPAYMSG - -(OPTIONAL) - A 2 LINE MESSAGE AREA USED TO PUT MSGS

```

```

- - - - - HBB06ED      ON THE PAYROLL TIME SHEETS
- - - - -              RUN ALL EDITS FOR A PAYROLL RUN
- - - - -              THIS JOB MAY BE RERUN AS MANY TIMES AS
                        NEEDED TO GET A CORRECT PAYROLL
                        (HBB06) TIME EXCEPTIONS (TIME CARDS)   SCREEN 18
                        (HBB07) PAYROLL ADJUSTMENTS           SCREEN 19
                        (HBB08) SUBSTITUTE PAY                 SCREEN 20
                        (HBB09) SUBSTITUTE PAY                 SCREEN 20
                        (HBB10) ACCOUNT PAY                    SCREEN 21
                        (HBB11) OTHER COMPENSATION             SCREEN 22
                        (HBB12) SUBSTITUTE PAY (IN NAME ORDER) SCREEN 20
                        (HBB13) CALCULATOR/DEDUCT TOTALS/BUILD CHK FILE
                        (HBB14) PROOF REGISTER (DOES NOT HAVE CHK# YET)
                        (HBB15) GROSS/TO/NET   COMPARISON REPORT
*
* (OPTIONAL)  HBB30DIS  DETAIL REPORT SHOWING EMPS THAT WILL
                        TO BE POSTED TO EACH BUDGET
                        HBB30C  CHANGE DATES AND JOURNAL ENTRY NUMBER
                        (HBB30) LIST JOURNAL ENTRIES FOR PAYROLL RUN

=====
*** SECTION3
*-----
** HOW TO PRINT PAYROLL CHECKS
*-----
* NAME   GIVEN AS CARDNAME/JOBNAME IS YOUR XXX.PAY.JCL(MEMBER) NAME
* NAMES GIVEN IN ( ) ARE NAMES OF REPORTS YOU GET FROM THE JOB
*-----
* CARDNAME      JOBNAME      DESCRIPTION
*
- - - - - HBB17CK      PRINT PAYROLL CHECKS AND ALL REGISTERS
- - - - -              THIS JOB MAY BE RERUN W/O A FILE RELOAD
- - - - -              IF NECESSARY, A RERUN BACK TO HBB06ED
                        MAY BE DONE WITHOUT ANY FILES BEING
                        RELOADED
                        (HBB17) CHECKS (PRINT CLASS=J , FORMS=PYCK)
                        USE V.P.S. TO SET UP PRINTER FOR CHECKS
                        (HBB18) PAYROLL CHECK REGISTER
                        (HBB19) DEDUCT REGISTER 1 - DETAIL BY DEDUCT CD
                        (HBB20) EMP CONTROL COUNTS (TOTAL HOURS,ETC)
                        (HBB22) EXPENDITURE REPORT BY COST CNTR & FUND
                        (HBB23) EXPENDITURE REPORT BY PROJ/W/FUND TOTS
*
=====

```

```

=====
*** SECTION4
*-----
** HOW TO UPDATE EARNINGS HISTORY AND POST TO FINANCE
*-----
* NAME GIVEN AS CARDNAME/JOBNAME IS YOUR XXX.PAY.JCL(MEMBER) NAME
* NAMES GIVEN IN ( ) ARE NAMES OF REPORTS YOU GET FROM THE JOB
* -----
* CARDNAME          JOBNAME          DESCRIPTION
*
HBB30C  - - - - - CONTAINS THE FOLLOWING ITEMS:
          - A FROM & TO DATE FOR SELECTING THE
            EARNINGS HISTORY CHKS TO BE POSTED
          - A POST DATE FOR THE JOURNAL ENTRIES
          - THE BEGINNING JOURNAL ENTRY NUMBER
            FORMATED AS:
              #1: USING RUN NBR 01-99
                  6XXYYY 6=PAYROLL
                      XX=THE 2 DIGIT RUN #
                      YYY=001 (SEQUENCE NBR)
              #2: USING RUN NBR 100-999
                  6XXXYY 6=PAYROLL
                      XXX=THE 3 DIGIT RUN #
                      YY=01 (SEQUENCE NBR)
          - THE DEBIT GL NBR FOR EXPENDITURES
          - THE CREDIT GL NBR FOR NET CASH
          - A UNIQUE GL/NBR FOR BALANCING THE
            DEBIT AND CREDIT ENTRIES
HBB32C  - - - - - CONTAINS THE FOLLOWING ITEMS:
          - A FROM & TO DATE FOR ALLOWING VALID
            CHECKS TO POST TO BANK FILE
          - THE GL NBR USED TO IDENTIFY THE
            PAYROLL BANK ACCOUNT
H2B13C  - - - - - CONTAINS THE FOLLOWING ITEMS:
          - A FROM AND TO DATE FOR SELECTING
            WHICH JOURNAL ENTRIES TO POST
          - A FROM AND TO JOURNAL NUMBER TO
            RESTRICT POST TO A CERTIAN GROUP OF
            JOURNAL ENTRIES.
- - - - - HBB24UP  UPDATE EARNINGS HISTORY/POST TO FINANCE
- - - - -          BACKUP PAYROLL FILES AND FINANCE FILES
- - - - -          CREATE JOURNAL ENTRIES AND RUN POST
                  (HBB24) COUNT OF UPDATED EARNINGS RECORDS
                  (HBB30) CREATE JOURNAL ENTRIES FOR PAYROLL RUN
                  (HBB32) POST BANK ACTIVITY

```

(F2B13) POST PYRL JOURNAL ENTRIES JUST CREATED

\*

\*\*\* SECTION4B

\*-----

\*\* HOW TO UPDATE EARNINGS HISTORY ONLY (NO FINANCE)

\*-----

\* NAME GIVEN AS CARDNAME/JOBNAME IS YOUR XXX.PAY.JCL(MEMBER) NAME

\* NAMES GIVEN IN ( ) ARE NAMES OF REPORTS YOU GET FROM THE JOB

\*-----

\* CARDNAME JOBNAME DESCRIPTION

\*

HBB30C - - - - - CONTAINS THE FOLLOWING ITEMS:

- A FROM & TO DATE FOR SELECTING THE EARNINGS HISTORY CHKS TO BE POSTED
- A POST DATE FOR THE JOURNAL ENTRIES
- THE BEGINNING JOURNAL ENTRY NUMBER FORMATED AS:

#1: USING RUN NBRS 01-99

6XXYYY 6=PAYROLL

XX=THE 2 DIGIT RUN #

YYY=001 (SEQUENCE NBR)

#2: USING RUN NBRS 100-999

6XXXYY 6=PAYROLL

XXX=THE 3 DIGIT RUN #

YY=01 (SEQUENCE NBR)

- THE DEBIT GL NBR FOR EXPENDITURES
- THE CREDIT GL NBR FOR NET CASH
- A UNIQUE GL/NBR FOR BALANCING THE DEBIT AND CREDIT ENTRIES

- - - - - HBB24UP

UPDATE EARNINGS HISTORY

- - - - -

BACKUP PAYROLL FILES

- - - - -

PRINT JOURNAL ENTRY REPORT

(HBB24) COUNT OF UPDATED EARNINGS RECORDS

(HBB30) PRINT JOURNAL ENTRIES FOR PAYROLL RUN

=====

=====

\*\*\* SECTION5

\*-----

\*\* HOW TO UPDATE MANUALS/VOIDS/ADJS TO EARN HIST & POST TO FINANCE

\*

\*-----

\* NAME GIVEN AS CARDNAME/JOBNAME IS YOUR XXX.PAY.JCL(MEMBER) NAME

\* NAMES GIVEN IN ( ) ARE NAMES OF REPORTS YOU GET FROM THE JOB

```

* -----
* CARDNAME          JOBNAME          DESCRIPTION
*
*
* *****M/V/A      RUN ***EDIT*** REPORTS
*
*   - - - - - HBB35P          RUN EDIT REPORT TO LIST M/V/A PENDING
*   - - - - -                THIS JOB MAY BE RERUN AS MANY TIMES AS
*   - - - - -                NEEDED TO GET A CORRECT LISTING.
*                               (HBB35) LIST OF PENDING M/V/A TRANSACTIONS
*
*   UPDATE EARNINGS HISTORY WITH M/V/A
*
HBB30C  - - - - - CONTAINS THE FOLLOWING ITEMS:
        - A FROM & TO DATE FOR SELECTING THE
          M/V/A HISTORY ITEMS TO BE POSTED
        - A POST DATE FOR THE JOURNAL ENTRIES
        - THE BEGINNING JOURNAL ENTRY NUMBER
          FORMATED AS:
          #1: USING RUN NBRS 01-99
              6XXYYY 6=PAYROLL
                  XX=THE 2 DIGIT RUN #
                  YYY=010 (SEQUENCE NBR)
                  INCREMENT YYY BY 10
                  FOR EACH M/V/A RUN
                  THAT IS DONE FOR A
                  PAYROLL RUN
          #2: USING RUN NBRS 100-999
              6XXYYY 6=PAYROLL
                  XXX=THE 3 DIGIT RUN #
                  YY=10 (SEQUENCE NBR)
                  INCREMENT YY BY 10
                  FOR EACH M/V/A RUN
                  THAT IS DONE FOR A
                  PAYROLL RUN

        - DEBIT GL NBR FOR EXPENDITURES
        - CREDIT GL NBR FOR CASH OR PAYABLES
        - A UNIQUE GL/NBR FOR BALANCING THE
          DEBIT AND CREDIT ENTRIES
HBB32C  - - - - - CONTAINS THE FOLLOWING ITEMS:
        - A FROM & TO DATE FOR ALLOWING
          VALID CHECKS TO POST TO BANK FILE
        - GL NBR USED TO ID PAYROLL BANK ACCT
H2B13C  - - - - - CONTAINS THE FOLLOWING ITEMS:

```

```

- A FROM AND TO DATE FOR SELECTING
  WHICH JOURNAL ENTRIES TO POST
- A FROM AND TO JOURNAL NUMBER TO
  RESTRICT POST TO A CERTAIN GROUP OF
  JOURNAL ENTRIES.

- - - - - HBB33MVU  UPDATE EARNINGS HISTORY/POST TO FINANCE
- - - - -          BACKUP PAYROLL FILES AND FINANCE FILES
- - - - -          CREATE JOURNAL ENTRIES AND RUN POST
                      (HBB33)  UPDATE EARNINGS HISTORY
                      (HBB30)  CREATE JOURNAL ENTRIES FOR PAYROLL RUN
                      (HBB32)  POST BANK ACTIVITY
                      (F2B13)  POST PAYROLL JOURNAL ENTRIES JUST
                              CREATED
=====
*** SECTION6          S T A F F   R E P O R T I N G
*-----
*** SECTION6A        S U R V E Y   2   RUN INSTRUCTIONS
*-----
* NAME   GIVEN AS CARDNAME/JOBNAME IS YOUR XXX.PAY.JCL(MEMBER) NAME
* NAMES GIVEN IN ( ) ARE NAMES OF REPORTS YOU GET FROM THE JOB
* -----

* CARDNAME      JOBNAME      DESCRIPTION
  HFB10C  - - - - - ENTER SURVEY NUMBER
*
          HFB10P  - - READS GENERAL AND JOB VSAM MASTERS AND
                      EXTRACTS STAFF DEMOGRAPHIC, SUMMER PAY
                      AND BEGINNING TEACHER DATA. FILES DO NOT
                      NEED TO BE DOWN.
                      PRINT REPORTS - CHANGE DEST=
(HFB110)  DEMOGRAPHIC EDIT  REPORT
          (HFB111)  PAYROLL      EDIT  REPORT
          (HFB112)  ADDITIONAL JOB  REPORT
          (HFB113)  BEGINNING TEACHER REPORT
          (HFB114)  STAFF EXPERIENCE REPORT
          (HFB115)  STAFF BENEFITS  REPORT
          (HFB116)  SUPPLEMENTS    REPORT

          HFBDOE2  - - D. O. E.   EDITS OF STAFF DATA
                      MUST CHANGE FISCAL YEAR & SURVEY
                      EXAMPLE: NOV, 1991 REPORTING, SURVEY 2
CONTROL CARDS          CHA  YYYY  91922  ALL
ARE IN SUBMIT JOB

          (GUAA)    DEMOGRAPHIC EDIT  -  ERROR REPORT

```

(GUAB)	SALARY SUPPLEMENT	-	"	"
(GUAC)	PAYROLL EDIT	-	"	"
(GUAD)	ADDITIONAL JOB	-	"	"
(GUAJ)	BENEFITS EDIT	-	"	"
(GUAH)	EXPERIENCE EDIT	-	"	"
(GUAI)	MULTIDISTRICT ED	-	"	"
(GUAJ)	BEGINNING TEACHER	-	"	"

NOTICE: IF YOU HAVE ERRORS ON YOUR D.O.E. EDIT REPORTS  
MAKE ONLINE CORRECTIONS TO THE EMPLOYEE RECORD  
ON TERMS THEN RE-RUN - - - - -  
HFB10P THEN HFBDOEDP.... UNTIL CLEAN!!

\*\* READY TO TRANSMIT FILES TO D.O.E: \*\*

HFBCOPY2 - - COPY DISTRICT FILES TO D.O.E DISK  
MUST GET COND=0000

\*\* DAY AFTER TRANSMISSION TO D.O.E \*\*

HFBEDIT2 - - D.O.E EDIT THAT INSURES ALL RECORDS ARE  
LOADED TO D.O.E. DATA BASE. IF ERRORS,  
DATA DID NOT LOAD TO DATA BASE, THESE  
ERRORS ARE CORRECTED ON THE D.O.E. DATA  
BASE AS WELL AS TERMS.

\*\* MONDAY AFTER TRANSMISSION TO D.O.E \*\*

HFBVAL2 - - D.O.E VALIDATIONS THAT CHECK THE  
INFORMATION. IF ERRORS, CORRECT  
ON THE D.O.E. DATA BASE AS WELL AS TERMS.

(ONLINE UP FOR CHANGES FOR A 3 WEEK PERIOD  
AFTER DUE DATE)

IF CORRECTSIONS ARE MADE ONLINE WAIT FOR  
2 OR 3 DAYS AND THEN RERUN HFBVAL2.

HFBPRT2 - - MONTH AFTER TRANSMISSION - PRINT DOE  
EE05, SALARY REPORTS ETC FROM DOE DATA  
BASE - COMPARE TO YOUR PAPER REPORTS.

\*-----  
\*\*\* SECTION6B E E 0 5 FALL STAFF SURVEY  
\*-----



\* NAME GIVEN AS CARDNAME/JOBNAME IS YOUR XXX.PAY.JCL(MEMBER) NAME  
\* NAMES GIVEN IN ( ) ARE NAMES OF REPORTS YOU GET FROM THE JOB  
E E 0 5 - FALL STAFF SURVEY - PAPER REPORTS ONLY

\* -----

\* CARDNAME JOBNAME DESCRIPTION

\*

HAB41C - - - - - MUST CHANGE TO YOUR PAYTYPES AND HOURS -  
LEAVE EE0 LINE NUMBERS AFTER PAY TYPES.

HAB41P - - READS GENERAL AND JOB VSAM MASTERS AND  
EXTRACTS STAFF DEMOGRAPHIC, JOB CODE  
AND EEO INFORMATION.

PRINT REPORTS - CHANGE DEST=

(HAB31) STAFF TITLE ROSTER BY CNTR/TITLE/NAME

(HAB40) STAFF TITLE SUMMARY BY CNTR/TITLE

(HAB41S) EE05 REPORT DTL BY PART/EEO LINE#/NAME

(HAB41) EE05 REPORT SUMMARY BY PART/EEO LINE#.

EZTERMNT - - TERMINATED INSTRUCTIONAL & ADMINISTRATRS  
REPORT FOR PRIOR FY - EE05 SURVEY.

\* -----

\*\*\* SECTION6C S U R V E Y 3 RUN INSTRUCTIONS

\* -----

\* NAME GIVEN AS CARDNAME/JOBNAME IS YOUR XXX.PAY.JCL(MEMBER) NAME

\* NAMES GIVEN IN ( ) ARE NAMES OF REPORTS YOU GET FROM THE JOB

\* -----

\* CARDNAME JOBNAME DESCRIPTION

HFB10C - - - - - ENTER SURVEY NUMBER.

\*

HFB10P - - READS GENERAL AND JOB VSAM MASTERS AND  
EXTRACTS STAFF DEMOGRAPHIC, SUMMER PAY  
AND BEGINNING TEACHER DATA. FILES DO NOT  
NEED TO BE DOWN..

PRINT REPORTS - CHANGE DEST=

(HFB110) DEMOGRAPHIC EDIT REPORT

(HFB111) PAYROLL EDIT REPORT

(HFB112) ADDITIONAL JOB REPORT

(HFB113) BEGINNING TEACHER REPORT

(HFB114) STAFF EXPERIENCE REPORT

(HFB115) STAFF BENEFITS REPORT

(HFB116) SUPPLEMENTS REPORT

HFBDOE3 - - D. O. E. EDITS OF STAFF DATA  
MUST CHANGE FISCAL YEAR & SURVEY

CONTROL CARDS  
ARE IN SUBMIT JOB

EXAMPLE: NOV, 1997 REPORTING, SURVEY 3  
CHG YYYYS 97983 ALL

(GUAA)	DEMOGRAPHIC EDIT	-	ERROR REPORT
(GUAB)	SALARY SUPPLEMENT	-	" "
(GUAC)	PAYROLL EDIT	-	" "
(GUAD)	ADDITIONAL JOB	-	" "
(GUAЕ)	BENEFITS EDIT	-	" "
(GUAH)	EXPERIENCE EDIT	-	" "
(GUAI)	MULTIDISTRICT ED	-	" "
(GUAJ)	BEGINNING TEACHER	-	" "

NOTICE: IF YOU HAVE ERRORS ON YOUR D.O.E. EDIT REPORTS  
MAKE ONLINE CORRECTIONS TO THE EMPLOYEE RECORD  
ON TERMS THEN RE-RUN - - - - -  
HFB10P THEN HFBDOEDP.... UNTIL CLEAN!!

\*\* READY TO TRANSMIT FILES TO D.O.E: \*\*

HFBCOPY3 - - COPY DISTRICT FILES TO D.O.E DISK  
MUST GET COND=0000

\*\* DAY AFTER TRANSMISSION TO D.O.E \*\*

HFBEDIT3 - - D.O.E EDIT THAT INSURES ALL RECORDS ARE  
LOADED TO D.O.E. DATA BASE. IF ERRORS,  
DATA DID NOT LOAD TO DATA BASE, THESE  
ERRORS ARE CORRECTED ON THE D.O.E. DATA  
BASE AS WELL AS TERMS.

\*\* MONDAY AFTER TRANSMISSION TO D.O.E \*\*

HFBVAL3 - - D.O.E VALIDATIONS THAT CHECK THE  
INFORMATION. IF ERRORS, CORRECT  
ON THE D.O.E. DATA BASE AS WELL AS TERMS.

(ONLINE UP FOR CHANGES FOR A 3 WEEK PERIOD  
AFTER DUE DATE)

IF CORRECTIONS ARE MADE ONLINE WAIT FOR  
2 OR 3 DAYS AND THEN RERUN HFBVAL3.

HFBPRT3 - - MONTH AFTER TRANSMISSION - PRINT DOE  
EE05, SALARY REPORTS ETC FROM DOE DATA  
BASE - COMPARE TO YOUR PAPER REPORTS.

\*-----  
\*\*\* SECTION6D                    S T A F F   R E P O R T I N G  
\*-----

\* NAME GIVEN AS CARDNAME/JOBNAME IS YOUR XXX.PAY.JCL(MEMBER) NAME  
\* NAMES GIVEN IN ( ) ARE NAMES OF REPORTS YOU GET FROM THE JOB  
SURVEY 5 - INSERVICE ED & SUMMER SALARY RECORDS (DUE 8/27/91)  
\*-----

\* CARDNAME            JOBNAME            DESCRIPTION  
\*

HFB10SP - - READS GENERAL AND JOB VSAM MASTERS AND  
EXTRACTS STAFF DEMOGRAPHIC, SUMMER PAY,  
BEGINNING TEACHER AND INSERVICE ED.  
FILES DO NOT NEED TO BE DOWN.  
PRINT REPORTS - CHANGE DEST=  
(HFB24) INSERVICE EDUCATION EXTRACT REPORT.  
(HFB25) INSERVICE ED LIST FOR DOE REPORTING.  
(HFB26) WRITE INSERVICE ED FILE IN DOE FORMAT.  
(FILE 61.164) INSERVICE EDUCATION DUPLICATE DOE REPRT.  
(FILE 61.872) INSERVICE ED DOE EDIT ERRORS REPORT.  
  
(HFB110) DEMOGRAPHIC EDIT REPORT  
(HFB111) SUMMER SALARY REPORT  
(HFB113) BEGINNING TEACHER REPORT

HFB24C - - - - - ENTER COMPONENTS TO BE OMITTED- IE PRIOR  
TO RULE CHANGE 5000000087.

HFB10SC - - - - - ENTER SUMMER PAY TYPE FOR INSTRUCTIONAL.

HFBDOE5 - - D. O. E. EDITS OF STAFF DATA  
MUST CHANGE FISCAL YEAR & SURVEY  
CONTROL CARDS            EXAMPLE: AUG, 1991 REPORTING, SURVEY 5  
ARE IN SUBMIT JOB

(GUAA) DEMOGRAPHIC EDIT - ERROR REPORT  
(GUBN) SUMMER SALARY - " "  
(GUAJ) BEGINNING TEACHER - " "

NOTICE: IF YOU HAVE ERRORS ON YOUR D.O.E. EDIT REPORTS  
MAKE ONLINE CORRECTIONS TO THE EMPLOYEE RECORD  
ON TERMS THEN RE-RUN HFB10SP THEN HFSDOEDP....  
UNTIL CLEAN!!

\*\* READY TO TRANSMIT FILES TO D.O.E: \*\*

HFBCOPY5 - - COPY DISTRICT FILES TO D.O.E DISK  
MUST GET COND=0000

\*\* DAY AFTER TRANSMISSION TO D.O.E \*\*

HFBEDIT5 - - D.O.E EDIT THAT INSURES ALL RECORDS ARE  
LOADED TO D.O.E. DATA BASE. IF ERRORS,  
DATA DID NOT LOAD TO DATA BASE, THESE  
ERRORS ARE CORRECTED ON THE D.O.E. DATA  
BASE AS WELL AS TERMS.

\*\* MONDAY AFTER TRANSMISSION TO D.O.E \*\*

HFBVAL5 - - D.O.E VALIDATIONS THAT CHECK THE  
INFORMATION. IF ERRORS, CORRECT  
ON THE D.O.E. DATA BASE AS WELL AS TERMS.

(ONLINE UP FOR CHANGES FOR A 3 WEEK PERIOD  
AFTER DUE DATE)

IF CORRECTSIONS ARE MADE ONLINE WAIT FOR  
2 OR 3 DAYS AND THEN RERUN HFBVAL5.

HFBPRT5 - - MONTH AFTER TRANSMISSION - PRINT DOE  
EE05, SALARY REPORTS ETC FROM DOE DATA  
BASE - COMPARE TO YOUR PAPER REPORTS.

\*-----  
\*\*\* SECTION6E INSERVICE D O E R E P O R T I N G  
\*-----  
\* NAME GIVEN AS CARDNAME/JOBNAME IS YOUR XXX.PAY.JCL(MEMBER) NAME  
\* NAMES GIVEN IN ( ) ARE NAMES OF REPORTS YOU GET FROM THE JOB  
SURVEY 1 - INSERVICE COMPONENT RECORDS (DUE 7/31/91)  
\*-----

\* CARDNAME JOBNAME DESCRIPTION  
\*

HFB21P - - READS GENERAL AND INSERVICE FILES AND  
EXTRACTS COMPONENT MASTER DATA.  
PRINT REPORTS - CHANGE DEST=  
(HFB21) COMPONENT MASTER EXTRACT REPORT.  
(HFB22) INSERVICE COMP LIST FOR DOE REPORTING.  
(HFB23) WRITE COMPONENT FILE IN DOE FORMAT.  
(FILE 61.877) INSERVICE COMPONENT DUPLICATE DOE REPRT.

(FILE 61.875 INSERVICE COMPONENT DOE EDIT ERRORS RPT.

HFB21C - - - - - ENTER COMPONENTS TO BE OMITTED- IE PRIOR  
TO RULE CHANGE 5000000087.

XPLANYR - - - - - CHANGE YR TO START YEAR OF 5 YEAR PLAN.

\*

\*

NOTICE: IF YOU HAVE ERRORS ON YOUR D.O.E. EDIT REPORTS  
MAKE ONLINE CORRECTIONS TO THE COMPONENT RECORD  
ON TERMS THEN RE-RUN HFB21P ... UNTIL CLEAN!!

\*\* READY TO TRANSMIT FILES TO D.O.E: \*\*

HFBCOPY1 - - COPY DISTRICT FILES TO D.O.E DISK  
MUST GET COND=0000

(XMITFINI) THIS NOTIFIES D.O.E THAT  
YOUR DATA HAS BEEN WRITTEN ON THEIR  
DISK FOR VALIDATION.

\*\* DAY AFTER TRANSMISSION TO D.O.E \*\*

HFBEDIT1 - - D.O.E EDIT THAT INSURES ALL RECORDS ARE  
LOADED TO D.O.E. DATA BASE. IF ERRORS,  
DATA DID NOT LOAD TO DATA BASE - CALL  
CONSULTANT.

\*\* AFTER TRANSMISSION TO D.O.E \*\*

(ONLINE UP FOR CHGS FOR A 3 WEEK PRD STARTING  
JULY 29 THRU AUGUST 16)

=====

\*\*\* SECTION7

\*-----

\*

STEP1: IN YOUR HRMS USER MANUAL, READ SECTION D PAGES 49-50

STEP2: GO TO YOUR XXX.PAY.JCL LIBRARY. CALL UP MEMBER G1B22C??.  
APPLY WHAT YOU LEARNED FROM STEP1 TO CREATE YOUR NEW  
?? CALENDARS.

STEP3: TO UPDATE ?? CALENDARS, JOB G1B22U -  
CHANGE THE NECESSARY FIELDS, MAKE SURE  
THE 'FY' OPTION IS SET TO ??.

STEP4: RUN G1B22U.

(OVERNIGHT) SUBMIT JOB AS IS.

(DAYTIME) 1. GO TO COUNTY CICS (NWRCICC) AND

- CLOSE FILE (XXG3F01) XX=COUNTY PREFIX
2. SUBMIT JOB G1B22U WITHOUT THE CLASS=C ON THE JOB CARD
  3. CHECK THE SYSOUT FOR ERRORS.
  4. CHECK PRINTOUTS FOR ALL CALENDARS.
  5. GO TO COUNTY CICS AND OPEN THE FILE.

\*

=====

=====

\*\*\* SECTION8

\*-----

\*-- END OF YEAR ROLLOVER.

\*-- A LIST OF ACTIVITIES FOR END OF YEAR ROLLOVER FOLLOWS.

\*-----

STEP1: (COMPLETE)

ROLLOVER DD FILE (XXG1F01) FOR NEW FISCAL YEAR.

JOB TO RUN: G1B03U (NO CONTROL CARDS, JUST RUN JOB)

G1B05P (CONTROL CARDS G1B05C)

(DO NOT FORGET TO CHANGE YR)

\*

STEP2: (COMPLETE) \*\* SEE NOTE

ROLLOVER JOB FILE (XXHRFJB) TO NEW FISCAL YEAR.

JOB TO RUN: HDB11U (NO CONTROL CARDS, RUN AFTER JUNE 30)

JOB DOES THESE FUNCTIONS:

\*\* DELTJOB SHOULD 1. DROP ALL JOB RECORDS WITHOUT FISCAL  
BE RUN BY OR CYTD EARNINGS.  
CONSULTANT FIRST\*\*

2. CREATES A FY9\_ JOB RECORD FOR  
EACH EMPLOYEE.

>>WARNING: REGUIRED -----> 3. CHANGE MEMBER 'XDISTNAM' TO NEW FY  
>>WARNING XXX.PAY.JCL LIBRARY IMMEDIATELY.

4. RUN JOB HAB11P TO VERIFY NEW JOBS

\*

STEP3: (COMPLETE)

CONTROL CARD: HBB73C (ONE LINE PER PAY TYPE)

JOB TO RUN: HBB73P (EDIT MODE - UNTIL CORRECT)

HBB73U (UPDATE JOB RECORDS)

1. CLEARS FISCAL YEAR TO DATE.

2. ADD 1 TO YEARS EXPERIENCE.

3. PERFORM SALARY STEP GRADE INCREASE  
AS INDICATED BY 'NEXT' SLOT ON  
SALARY TABLE.

4. RE-CALCULATE CONTRACT/PAY PERIOD  
AMOUNTS FOR STEP GRADE INCREASE.

5. REMOVE ALL SUPPLEMENTS FROM JOBS.

\*

STEP4: (COMPLETE)

CONTROL CARD: HBB34C (ONE LINE PER PAY TYPE)

JOB TO RUN: HBB34P (EDIT MODE - UNTIL CORRECT)

HBB34U (UPDATE LEAVE ON JOBS)

1. FOR THOSE DISTRICTS THAT WISH TO LET TERMS KEEP TRACK OF SICK, AND VACATION TIME, THIS JOB MUST BE SET UP TO INCREMENT 4 SICK DAYS.

\*

STEP5: (AFTER ALL ADJUSTING ENTRIES ARE COMPLETED FOR PRIOR FY)

JOB TO RUN: HBB03FYP - BACKUP EARNINGS HIST FOR PRIOR

FY DATA IS LATER COPIED ON AUDITOR GENERAL TAPE.

=====

\*\*\* SECTION9

\*

\*-- TO PROCESS RETRO PAY.

\*-- THIS PROGRAM HAS TWO MODE OF PROCESSING:

\*-- EDIT : PRINT A REPORT OF PAY ADJUSTMENTS

\*-- UPDATE : POST THE REPORT TO THE PAYROLL TRANSACTION FILE

\*-- THE EDIT RUN MAY BE DONE AS MANY TIMES AS NEEDED UNTIL RIGHT.

\*

STEP1: A RUN # MUST BE VALID BEFORE RUNNING ANY RETRO REPORTS. IT MAY BE A REGULAR RUN # FOR NORMAL PAYROLLS OR IT MAY BE A SPECIAL RUN # SET UP JUST TO RUN RETRO PAY. IF RETRO IS TO BE PAID (INCLUDED) WITH THE REGULAR PAYCHECK, THEN USE THE NORMAL RUN #. IF RETRO IS TO BE PAID ON SEPERATE CHECK, A SPECIAL RUN #MUST BE SET UP WITH ALL PAYTYPES IDENTIFIED AS HOURLY (H) WITH ZERO (0) HOURS IN THE TIME PAID FIELD.

STEP2: SET UP CONTROL CARD - HDB33C - TO IDENTIFY EVERY PAY TYPE THAT IS BEING PAID RETRO. ALL PAY TYPES HERE MUST ALSO BE IN THE RUN CONTROL. THE RECOMMENDED FORMAT:

R S ----S E L E C T I O N C R I T E R I A----									
E E ASGN TITLE SLARY -CHECK DATE-									
Q Q CNTR CODE SLOT PT FM TO RUN BTCH									
XX	X	XXXX	XXXXX	XXXXX	XX	MMDDYY	MMDDYY	XXX	XXX
01	A				01	071589	090189	070	010
03	A				03	071589	090189	070	015
08	A				08	071589	090189	070	020

NOTE THAT THE REQUEST # (REQ) AND PAYTYPE (PT) ARE THE SAME. THIS IS SO THE REPORT WILL PRINT BATCH (BTCH) AND PT TOTALS AS IT GOES ALONG. THE CHECK DATES COVER THE

RANGE OF ACTUAL CHECKS THAT HAVE ALREADY BEEN ISSUED.  
THE BATCH NUMBERS SHOULD START WITH 010 AND GO UP BY 5  
FOR EACH PAYTYPE USED. THIS CONTROL CARD WILL BE THE  
SAME FOR EDIT AND UPDATE RUNS.

STEP3: TO RUN AND EDIT:

JOB TO RUN: HDB33P PRINT THE RETRO PAY REPORT  
THE FOLLOWING WARNING CODES MAY OCCUR:  
T = JOB TERMINATED  
PT = CHECK WAS ISSUED FROM ANOTHER PT  
HR-DY = CHECK HOURS IS NOT THE SAME AS  
PREVIOUSLY PAID HOURS  
S = LATE START (SHORT DAYS)  
L = CHECK WAS DOCKED FOR LEAVE  
A = CHECK HAD AN ADJUSTMENT  
RUN THE EDIT AS MANY TIMES AS NEEDED.

STEP4: TO RUN THE UPDATE:

JOB TO RUN: HDB33U POST RETRO PAY TO ADJUSTMENT FILE  
THIS JOB BACKS UP THE TRANS FILE BEFORE  
POSTING THE RETRO DOLLARS. THE REPORT  
WILL BE PRINTED AGAIN.